

# 2004 CONTRACT

## PRINTING, BINDING, PACKAGING, AND DELIVERING THE 2005 CODE OF IOWA

### I. PARTIES

The parties to this contract are the Legislative Services Agency, herein referred to as the "Agency," an organization created under the jurisdiction of the Iowa General Assembly pursuant to section 2A.1 of the Iowa Code, and \_\_\_\_\_, herein referred to as "Contractor," a business located in \_\_\_\_\_, \_\_\_\_\_, and identified with the Federal Employer Identification Number \_\_\_\_\_.

### II. DEFINITIONS

As used in this contract, unless the context otherwise requires:

- A. **"Book"** means any volume of the Code.
- B. **"Code"** means the 2005 edition of the Code of Iowa published as a seven-volume case bound set of books including six volumes of statutes and miscellaneous materials and a one-volume tables and index. The Code of Iowa is published during each even-numbered year under the direction of the Iowa Code Editor, pursuant to chapter 2B of the Code.
- C. **"Contract Price"** means the total amount of money owed to the Contractor for the production and delivery of all books accepted by the Agency under this contract



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which is the base price as provided in Part X, Paragraph "C" subject to adjustment as provided in Part X, Paragraph "D".

- D. **"Delivery"** means a party's receipt of an item sent by the other party as provided in this contract.
- E. **"Production"** includes all necessary and customary work related to the creation of sample covers; the composition of blue line pages; the printing of assembled pages; the assembly of the pages; the binding and the finishing of the books; and the packaging of the finished books for delivery, all as provided in this contract.

### III. GENERAL PROVISIONS

- A. **Choice of Law and Forum.** This contract is governed by the laws of the State of Iowa. All disputes and controversies regarding this contract shall be heard in the District Court of Polk County, Iowa.
- B. **Compliance With Applicable Laws and Regulations.** During the duration of this contract and as a condition of the Contractor's duty to perform under the provisions of this contract, the Contractor shall comply with all applicable laws and regulations of the State of Iowa and the United States, including, but not limited to, Title VII of the Civil Rights Act of 1964 and the Civil Rights Act of 1991 (42 U.S.C. ch. 21), and the federal Occupational Safety and Health Act of 1970 (29 U.S.C. §§ 651--678).
- C. **Agency's Interest in Materials.** Materials produced in whole or in part as provided in this contract shall not be subject to copyright by the Contractor in the United States or in any other country. The Contractor shall not release text or data originating from electronic media transferred or delivered to the Contractor and containing any portion of the books, without the express written approval of the Agency.
- D. **Contractor's Confidential Information.** The Agency shall not act as a party in any lawsuit to protect the rights of the Contractor.
- E. **Subcontracting.** The Contractor shall not provide for subcontracting, unless the Agency approves the subcontractor and the terms and conditions of the subcontracting agreement as provided by the Agency. For purposes of this contract, subcontracting does not include the use of vendors by the Contractor to deliver blue line pages, assembled pages, or books to the Agency or to another person specified in this contract.
- F. **No Pecuniary Gain or Conflict of Interest.** The Contractor agrees that to its



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knowledge, neither the staff of the Agency nor a member of the General Assembly of the State of Iowa has or will receive any direct economic benefit because of the selection of the Contractor as a party to this contract. The Contractor agrees that it has no interest and will not acquire any direct or indirect interest which would conflict in any manner with the performance of this contract, and that a person having such an interest will not knowingly be associated in the performance of this contract.

**G. *Assignment or Transfer.*** The Contractor shall not assign or transfer any interest in this contract to another person without the prior written consent of the Agency.

**H. *Fixed Price Contract.*** This is a fixed price contract. Except as otherwise expressly provided in this contract, or expressly agreed to by the parties, the total price paid to a Contractor must be fixed as provided in this contract. Except as provided in this contract, no special fees or expenses shall be charged directly to the Agency, including labor, materials, equipment, insurance, packing, freight, travel, parking, or any other costs incurred in producing and delivering the books.

**I. *Computing Time.*** For purposes of computing delivery time requirements as provided in this contract:

**1. *Calendar Day.*** A calendar day begins at 8:00 a.m. and ends at 4:30 p.m. central time. In computing time, the first day is excluded and the last day is included unless the last day falls on a Sunday or a legal public holiday as defined in Iowa Code § 1C.1, in which case the time prescribed is extended to include the next succeeding calendar day. Any reference in this contract to "day" means a calendar day unless otherwise provided.

**2. *Business Day.*** A business day begins at 8:00 a.m. and ends at 4:30 p.m. central time. A business day is a calendar day other than a Saturday or Sunday or a day recognized as a legal holiday by the State of Iowa (see Iowa Code § 1C.1). In computing time, the first business day is excluded and the last business day is included.

**J. *Renewal.*** The Agency reserves the right to execute a renewal contract to produce the 2007 edition of the Code of Iowa with the Contractor according to provisions agreed to by the parties which shall be substantially similar to the provisions of this contract.

#### IV. GENERAL SPECIFICATIONS

**A. *General Requirements.*** The Contractor shall provide all blue line pages and proofs, paper, and printing, cover materials, ink, dies, stamping, binding, finishing,



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packaging, packing and loading on pallets, shipping, freight, and all other materials and labor necessary to complete production and delivery of the blue line pages, assembled pages, and books.

**B. General Standard.** The use of materials or workmanship provided in the production of blue line pages, assembled pages, covering material, binding, or books shall be at least equal to materials and workmanship provided in this contract or used in the production of blue line pages, assembled pages, or books for the 2003 edition of the Code of Iowa, whichever is greater. If an issue involves the appearance or quality regarding blue line pages, assembled pages, or books, the appearance must at least equal the appearance of blue line pages, assembled pages, or books for the 2003 edition of the Code of Iowa. This standard shall prevail over specific standards provided in this contract. The following exceptions apply:

1. **Paper Stock.** The paper stock must meet the detailed standards as set out in Part V.
2. **Cover.** The cover must meet the detailed standards as set out in Part V.

### V. DETAILED SPECIFICATIONS

**A. Book Size.** The size of each book must be 7 ½" X 10 ½".

**B. Paper.** The book's paper must meet all of the following requirements:

1. **Book Pages.** The Contractor shall use paper stock referred to as "Custom Plus" manufactured by Nexfor Fraser Papers Inc. or the equivalent as approved by the Agency. However, the paper stock must meet all of the following requirements:
  - a. **Size.** The size must be 7 ¼" X 10 1/8" finished and trimmed to leave as much margin as possible.
  - b. **Color.** The color must be neutral.
  - c. **Finish.** The finish must be English and smooth.
  - d. **Brightness.** The brightness must be 80.
  - e. **Opacity.** The opacity must be 88.
  - f. **Basis Weight.** The basis weight must be 30#.



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- g. **PPI.** The weight must be 880 pages per inch (ppi).
- h. **Recycled Material.** One hundred percent (100%) of the paper stock must contain at least 30 percent (30%) postconsumer recycled materials. The recycled paper must meet the requirements for procuring recycled printing paper as provided in the federal Resource Conservation and Recovery Act of 1976 (RCRA), as amended, 42 U.S.C. § 6962, and set forth in 40 C.F.R., pt. 247, and in related executive orders or advisory notices issued by the United States Environmental Protection Agency.
- i. **Duration.** It must be resistant to oxidation and must be of archival quality. The paper must be pH neutral (content of 7 or 7.5).
2. **Paper Stock for End Sheets.** The paper stock for the end sheets must be 80# Publisher White, or an equivalent approved by the Agency.
3. **Paper Stock for Pink Pages.** Each volume of the Code set shall include approximately 32 pages of Springhill offset pink paper or an equivalent approved by the Agency for the Skeleton and Popular Name Index. The basis weight of the paper must be 50#.
- C. **Soy-based Ink.** 100 percent of the ink used in printing the text paper must contain at least 10 percent soy oil.
- D. **Page Composition and Printing.** The books shall be composed according to all of the following requirements.
1. **Image Size.** The size of the image area for type must be 36 X 54 picas, including folio.
  2. **Fonts.** The font must be Century Schoolbook.
  3. **Ink.** The pages must be produced with 1/1 black ink on two sides. 100 percent of the ink used in printing text on the paper must contain at least 10 percent soy oil.
  4. **Bleed Bars.** Books must contain 3/8"-wide bleed bars with reverse copy as specified by the Agency. Bleed bars must be located on the right-hand page.
    - a. **Code Set Other Than the Index Volume.** For the Code set, other than the Index volume, each book must contain between one and five bleed bars with



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reverse copy running the entire length of the page as specified by the Agency.

**b. Index Volume.** For the Index volume, each book must contain one 1"-long bleed bar on each right-hand page that contains an index entry. The bleed bar must be placed on the page for easy reference according to alphabetical letters listed sequentially in groups as specified by the Agency.

**5. Artwork.** The books will include minimal artwork, including the image of the state seal as produced by the Agency.

**E. Binding and Finishing.** The Contractor shall bind and finish the books according to all of the following requirements:

**1. Book Block.** The book block must be composed of tightly sewn 32-page signatures or split signatures as approved by the Agency. The binding must be Smythe sewn. The first and last signatures must be reinforced at the spine with cambric which measures at least 1" in width and at least 7/8" from the spine when concealed after the cover is attached to the end sheets. The first and last signatures must be tipped to adjoining signatures. Any signature of less than 16 pages must be wrapped around a preceding signature. A signature cannot have less than 8 pages unless otherwise approved by the Agency. The book block must be thoroughly glued, smashed, and lined with one or more supers and gauze tape in a manner that assures that the book block is sturdily bound. The book block must have a head band and foot band (its color alternating red and gold in a checkerboard pattern).

**2. Casing.** The casing must be securely attached to the book block. The casing must contain a heavy 90# Kraft back line on the spine area. The boards must be **Davey Red Label Binder's Board with .097" thickness** or an equivalent board as approved by the Agency. The end sheets must be heavy weight. The spine must be loose and rounded. The joints must be uniform and tight and the casing must include adequate gutters.

**3. Cover Fabric.** The cover of the books must comply with all of the following requirements:

**a. Code Set Other than the Index Volume.** For the Code set, other than the Index volume, the books must be the same buckram grain commonly known as the type and variety designated as Roxite F Taupe #69564 and produced by ICG-holliston, or an equivalent buckram approved by the Agency.



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- b. Index Volume.** For the Index volume, the books must be the same buckram grain commonly known as the type and variety designated as Roxite Record Buckram #63043---K02 and produced by ICG-holliston, or an equivalent approved by the Agency.
- 4. Decoration.** The book's decoration on the front cover must include an impression of black lettering and numerals. The book's decoration on the spine must include one impression of red foil with gold leaf (stating "Code of Iowa") above an impression of black lettering and numerals. Below that black lettering and numerals there must also be an impression of black foil with gold leaf (stating the Code's edition).
- a. Code Set Other than the Index Volume.** For the Code set, other than the Index volume, the impression on the front cover and spine must identify the volume of the book and a reference to the Code, the year of the edition, and chapters included in the book. The front cover must consist of an impression of black lettering and numerals appearing on its top half in various point sizes.
- b. Index Volume.** For the Index volume, the front cover must consist of an impression of black lettering and numerals. The information must identify that it is the Tables and Index to the Code and the year of the edition.
- 5. Type and Bars.** The Contractor must set all type and bars from the sampling die on the spine and front cover.

#### VI. DELIVERY AND FORMAT OF MATERIALS DURING PRODUCTION

- A. General.** The Contractor is required to pick up and deliver materials during production. The Contractor must deliver materials personally or by a courier as approved by the Agency. The FedEx Corporation or United Parcel Services (UPS) is an approved courier.
- B. Composed Pages.** The Agency shall furnish to the Contractor fully composed postscript pages in an electronic format.
- 1. Electronic Format.** The Agency may deliver files used in production by electronic transfer directly to the Contractor by file transfer protocol (FTP), electronic mail, or to the Contractor's Internet web site, or by delivery of files stored on electronic media (e.g., CD-ROM).



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2. **Paper Copies.** The Agency will also deliver to the Contractor paper copies of composed pages delivered electronically for work.

C. **Blue Line Pages.** The Agency shall determine the format to be used for proof pages, which are referred to within this contract as "blue line pages." The format may include conventional blue line pages or an equivalent as established by the Agency.

#### VII. TRIAL PRODUCTION

A. **Covers.** As part of the trial production, the Contractor shall deliver sample covers for Agency approval as follows:

1. **Paper-Proof Copy.** The Agency will deliver to the Contractor all information required to appear on the covering for the books. The Contractor must deliver a paper-proof copy of the covering for each volume of the Code which illustrates how the cover will appear when the volume is bound, including all lettering and numbering, and the location of the required foils. The Contractor must deliver the paper-proof copy within 10 calendar days after the Agency delivers the necessary information needed to produce the paper-proof copy to the Contractor. The Contractor must deliver any corrected paper-proof copy within five calendar days after the Agency delivers the corrections to the Contractor.

2. **Sample Cover.** The Contractor shall deliver to the Agency a sample cover for each volume of the Code. The sample cover must be a replica of the covering for that volume. It must include the same fabric and foil stamping, the same dyes that will be used in the production of the book, and must be trimmed to size or marked to illustrate the trim size. The lettering and numbering and the location of the foils and impressions must be identical to those used in the production of that volume. The Contractor must deliver the sample cover within 10 calendar days after the Agency delivers to the Contractor the final page count for that volume. The Contractor must deliver any corrected sample copy within five calendar days after the Agency delivers the corrections to the Contractor.

B. **Blue Line Pages.** As part of the trial production and in preparation for the production and delivery of blue line pages used in the production of the books as provided in Part VIII, the parties shall provide for the production and approval of sample blue line pages. All of the following apply:

1. **Purpose.** This part of the trial performance period shall be used to establish a system for the reliable transfer of information to the Contractor for purposes of producing blue line pages in the production of the books as provided in this



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contract. The Agency may accomplish the delivery by transferring files used in production electronically including but not limited to by File Transfer Protocol (FTP).

2. **Standards and Specifications.** The test pages delivered by the Agency to the Contractor shall be composed pages which are substantially equivalent to pages required to be produced for the books as provided in Part VIII. The Contractor shall use the test pages to produce sample blue line pages that conform to the standards and specifications established by the Agency.
3. **Delivery and Approval.** The Agency will deliver test blue line pages to the Contractor in an electronic format in the same manner as the Agency expects to deliver composed pages to the Contractor for the production of blue line pages for the production of the books as provided in Part VIII, Paragraph "A". The test blue line pages may include composed pages for each of the Code set volumes. The Contractor shall deliver sample blue line pages to the Agency not later than 10 calendar days from the date that the Agency delivered the test pages. The Agency shall return sample blue line pages to the Contractor for correction and any subsequent production, delivery, and approval. The Agency shall deliver corrected sample blue line pages to the Contractor in the same manner as the Agency expects to deliver corrected blue line pages for the production of the books as provided in Part VIII, Paragraph "A". The Agency may require that the Contractor produce and deliver any number of subsequent sample blue line pages prior to approval.

#### VIII. PRODUCTION

**A. Production and Delivery of Blue Line Pages.** Following the Agency's approval of sample blue line pages during the trial performance period as provided in Part VII, Paragraph "B", the parties shall provide for the production, delivery, and approval of blue line pages for the production of the books. All of the following apply:

1. **Standards and Specifications.** The Agency shall deliver composed pages in an electronic format to the Contractor for purposes of producing blue line pages used to produce the books. The composed pages shall be substantially equivalent to the test pages used to produce the sample blue line pages approved by the Agency as provided in Part VII, Paragraph "B". The Agency may provide for the delivery of composed pages based on a system for the reliable transfer of test pages established during the trial performance period as provided in Part VII.
2. **Schedule.** The Contractor shall provide for the production and delivery of blue



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line pages for each volume of the Code according to the following schedule:

- a. Volume Order.** The Contractor shall provide for the production and delivery of blue line pages in volume order beginning with Volume I through Volume VI and ending with the Index volume. For each volume, the Agency will deliver composed pages used to produce that volume, and shall deliver its approval of the blue line pages for that volume to the Contractor. There may be a break in the schedule between the Agency's approval of the blue line pages for Volume VI and the Agency's delivery of composed pages for the production and delivery of blue line pages for the Index volume.
  - b. Incremental Delivery of Composed Pages and Blue Line Signatures.** For each volume, the Agency may deliver composed pages to the Contractor in increments as pages are completed in order to facilitate their production. During production, the Contractor shall arrange the blue line pages in sequential order by signature, or by split signature as approved by the Agency. The Contractor shall assemble two sets of blue line signatures by volume or parts of the volume for delivery to the Agency to facilitate the Agency's approval of the pages.
- B. Production and Delivery of Assembled Pages.** Following the Agency's approval of blue line pages for a volume as provided in Paragraph "A" of this part, the parties shall provide for the production, delivery, and approval of assembled pages for that volume for the Agency's use prior to delivery of the books. All of the following apply:
- 1. Standards and Specifications.** As used in this contract, assembled pages are the same as "cut copy pages" as commonly used in the industry. Assembled pages must be printed and folded, signatures trimmed, three-hole punched, and sorted prior to delivery. The Contractor shall produce assembled pages that conform to the standards and specifications established by the Agency.
  - 2. Volume Order.** The Contractor shall provide for the production and delivery of assembled pages in volume order beginning with Volume I through Volume VI and ending with the Index volume.
  - 3. Delivery of Assembled Pages.** For each volume of the Code set, the Contractor shall deliver 12 sets of its assembled pages to the Agency. The Contractor shall make the delivery within 10 calendar days after the Agency delivers its final approval of the blue line pages for that volume to the Contractor as provided in Paragraph "A" of this part. The Agency reserves the right to reject assembled pages that do not meet Agency requirements, and may keep,



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discard, or return the assembled pages to the Contractor.

### IX. PACKAGING AND DELIVERY OF BOOKS

- A. *Packaging Requirements.*** The Contractor must provide for the safe packaging of the books in cartons that meet all construction requirements of the applicable freight classifications.
- 1. *Code Set Other Than the Index Volume.*** For the Code set, other than the Index volume, each carton must include the six statutory volumes. One side of the carton must be printed to indicate its contents, including the volumes of the Code. The Contractor must place a notice as specified by the Agency within the carton informing recipients that it does not include the Index volume and that the Index volume will be delivered separately at a later date.
  - 2. *Index Volume.*** For the Index volume, the weight of each bulk-packaged carton shall not exceed 35 pounds. The Index volumes must be packaged in bulk. However, at least five percent of the total quantity ordered, excluding overruns, must be placed in individual cartons. One side of the carton must be printed to indicate its contents and the quantity of books contained in the carton.
- B. *F.O.B.*** The Contractor shall deliver the books F.O.B. Destination, Door, Freight Prepaid and Allowed.
- C. *Damaged Books.*** A book which is damaged prior to acceptance of delivery by the Agency shall be deemed undelivered.
- D. *Deadlines.*** The Contractor shall complete delivery of the books to the Agency as follows:
- 1. *Normal Delivery.*** For the normal delivery, the Contractor shall deliver the books as follows:
    - a. *Code Sets Other Than the Index Volumes.*** For the Code sets, other than the Index volumes, the Contractor shall deliver the books within 30 calendar days after the Agency delivers its final approval of the blue line pages for the Code set, other than the Index volume, to the Contractor as provided in Part VIII, Paragraph "A".
    - b. *Index Volumes.*** For the Index volumes, the Contractor shall deliver the books within 30 calendar days after the Agency delivers its final approval of



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the blue line pages for the Index volume to the Contractor as provided in Part VIII, Paragraph "A".

2. **Special Delivery Requirements.** For the special delivery, the Contractor shall deliver the books as follows:
  - a. **Legislative Distribution.** The Contractor shall deliver 400 Code sets, other than the Index volumes, to the Agency upon a date agreed to by the parties but no later than January 5, 2005. The Index volumes required to complete the sets shall be delivered to the Agency later as part of the normal delivery of the Index volumes as provided in Paragraph "D", Subparagraph 1. These Code sets, other the Index volumes, are reserved for special distribution to members and employees of the General Assembly. A delay in this special delivery requirement is an automatic breach of contract and the Agency will exercise its right to recover liquidated damages from the Contractor pursuant to Part XI, Paragraph "H", Subparagraph 3. The Agency will deliver predelivery notice procedures to the Contractor.
  - b. **State Capitol Complex Distribution.** The Agency may require that the Contractor deliver approximately 1,477 Code sets, other than the Index volumes, to the Agency prior to ordinary delivery of such Code sets as provided in Paragraph "D", Subparagraph 1. However, the Contractor shall not be required to deliver these Code sets, other the Index volumes, earlier than January 5, 2005. These Code sets are reserved for special distribution to employees of the State Capitol Complex.
  - c. **Special Judicial District Delivery.** For the special judicial district delivery, the Contractor shall deliver at least 1,033 Code sets to Iowa's eight judicial districts as follows:
    - (1) **Code Sets Other Than the Index Volumes.** For the Code sets, other than the Index volumes, the Contractor shall deliver the books within 30 calendar days after the Agency delivers its final approval of the blue line pages for the Code set, other than the Index volume, to the Contractor as provided in Part VIII, Paragraph "A".
    - (2) **Index Volumes.** For the Index volumes, the Contractor shall deliver the books within 30 calendar days after the Agency delivers its final approval of the blue line pages for the Index volume to the Contractor as provided in Part VIII, Paragraph "A".



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**E. Shipping.** The Contractor shall provide for the shipment of books, including by providing their loading, transportation, and unloading as follows:

**1. Specifications.** The Contractor shall make shipments in a manner that meets all requirements for the applicable freight classifications. Shipments of less than 800 pounds shall be made by a courier as approved by the Agency. The FedEx Corporation or United Parcel Services (UPS) is an approved courier. Shipments of 800 or more pounds shall be shipped by a freight company as approved by the Agency. A carton that is packed and delivered on skids shall be strapped to skids by polyethylene wrap. Each package must fit on a 3'4" x 5' pallet without overhang. A pallet shall not be double stacked.

**2. Destination.** The Contractor shall drop ship books to destinations required in this subparagraph. The following requirements shall govern destination requirements for the delivery of the books:

**a. Normal Delivery.** For normal delivery, as provided in Paragraph "D", Subparagraph 1, the Contractor shall deliver books as follows:

**(1) Address.** The Contractor shall deliver the books to:

Grimes State Office Building  
400 E. 14<sup>th</sup> St.  
Des Moines, Iowa 50319

**(2) Dock Instructions.** The Contractor shall ensure that delivery trucks are able to unload books at this dock. The dock is inside the building, and there are no accommodations to unload by forklift. All pallets must be unloaded by the pallet jacks located at the dock. The maximum clearance for the dock is 13'4". If the Contractor makes the delivery to the dock by a truck that exceeds the 13'4" clearance, the books shall be deemed undelivered without notice to the Contractor by the Agency.

**b. State Capitol Complex Distribution.** If the Codes sets packaged and reserved for special distribution to employees of the State Capitol Complex as provided in Paragraph "D", Subparagraph 2 are shipped with the normal delivery as provided in Paragraph "D", Subparagraph 1, those reserved Code sets shall be set aside from the other packaged Code sets and fit on a pallet as otherwise required under this Paragraph "E" in order to accommodate the special distribution. The Agency will deliver predelivery notice procedures to the Contractor.



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- c. **Special Judicial District Delivery.** For the special judicial district delivery, the Contractor shall deliver the books directly to the eight judicial districts. The Agency shall deliver the Contractor instructions which shall include the addresses of delivery locations and which shall provide requirements for predelivery notice procedures. The judicial districts are as follows:

District	City	Zip Code
1 <sup>st</sup> District	Waterloo	50703
2 <sup>nd</sup> District	Fort Dodge	50501
3 <sup>rd</sup> District	Sioux City	51101
4 <sup>th</sup> District	Council Bluffs	51501
5 <sup>th</sup> District	Des Moines	50309
6 <sup>th</sup> District	Cedar Rapids	52401
7 <sup>th</sup> District	Davenport	52801
8 <sup>th</sup> District	Ottumwa	52501

#### X. PAYMENT OBLIGATIONS

- A. **General.** The Agency is liable to the Contractor as provided in this contract only for amounts paid in consideration under this contract. The Contractor shall provide the Agency with an invoice for payment. Payment shall be based on work performed and accepted, including for the production of sample covers, blue line pages, assembled pages, and books which are delivered to and accepted by the Agency.
- B. **Payment Schedule.** The following payment schedule shall govern this contract:
1. **First Payment.** Twenty percent (20%) of the base price due (\$ \_\_\_\_\_), without adjustment as provided in Paragraph "C" of this part, shall be paid upon execution of this contract by the Agency.
  2. **Second Payment.** Eighty percent (80%) of the base price due (\$ \_\_\_\_\_), subject to adjustment as provided in Paragraph "D" of this part, shall be paid upon the Agency's acceptance of the last book required to be delivered to the Agency as provided in this contract. However, the moneys shall not be paid until the Contractor has made special judicial district deliveries as required in Part IX, Paragraph "E".



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The Agency may pay any amount earlier than required under this contract if prior to the delivery, the Contractor verifies that all production costs associated with that order have been incurred. The decision of the Agency to pay an amount early shall not be construed as an amendment of this contract and shall not obligate the Agency to pay the Contractor other than as provided in this contract.

**C. Base Price.** The Agency shall pay the Contractor for the production and delivery of 6,000 Code sets based on the number of signatures for each Code set. The Agency shall pay the contract price to the Contractor of \$\_\_\_\_\_ for the production and delivery of 6,000 Code sets including the Index volume assuming all of the following:

1. **Code Set Pages and Signatures.** Each Code set will include approximately 8,736 pages, with 273 signatures containing 32 pages each, or split signatures as approved by the Agency.
2. **Breakout.** It is expected that each Code set will contain the approximate number of pages:

Volume	Approximate Page Count
I	1,312
II	1,312
III	1,408
IV	1,056
V	1,408
VI	1,120
Index	1,120

**D. Adjusted Price.** The base price provided in Paragraph "C" of this part shall be adjusted based on all of the following:

1. **Signatures.** The Agency shall pay the Contractor more or less than the amount of the base price based on the number of additional or fewer signatures for each Code set, including the Index volume, which shall be calculated as follows:

Additional Signatures          Fewer Signatures





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Each form of:

32-page signature:         \$ \_\_\_\_\_                         \$ \_\_\_\_\_

16-page signature:         \$ \_\_\_\_\_                         \$ \_\_\_\_\_

8-page signature:         \$ \_\_\_\_\_                         \$ \_\_\_\_\_

**b. Prepress, Plating, Printing, and Folding of Signatures (Index Volume).** The contract price for the Index volumes attributable to prepress work, plating, printing and folding signatures shall be:

	First 6,000 Impressions	Additional 100 Impressions
Each form of:		
32-page signature:	\$ _____	\$ _____
16-page signature:	\$ _____	\$ _____
8-page signature:	\$ _____	\$ _____

**2. a. Number of Signatures – Price Differential (Each Code Volume Other Than the Index Volume).** The contract price for each Code volume, other than the Index volume, based on the number of signatures shall be:

	Additional Signatures	Fewer Signatures
Each form of:		
32-page signature:	\$ _____	\$ _____
16-page signature:	\$ _____	\$ _____
8-page signature:	\$ _____	\$ _____

**b. Number of Signatures – Price Differential (Index Volume).** The contract price for each Index volume based on the number of signatures shall be:

Additional Signatures	Fewer Signatures
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Each form of:

32-page signature:        \$ \_\_\_\_\_                    \$ \_\_\_\_\_

16-page signature:        \$ \_\_\_\_\_                    \$ \_\_\_\_\_

8-page signature:         \$ \_\_\_\_\_                    \$ \_\_\_\_\_

**3. a. Paper Stock (Code Sets Other Than the Index Volumes).** The contract price for Code sets, other than the Index volumes, which is attributable to paper stock shall be:

	First 6,000 Code Sets	Additional 100 Code Sets
Price per cwt:	\$ _____	\$ _____
32-page signature:	\$ _____	\$ _____
16-page signature:	\$ _____	\$ _____
8-page signature:	\$ _____	\$ _____

**b. Paper Stock (Index Volumes).** The contract price for Index volumes which is attributable to paper stock shall be:

	First 6,000 Volumes	Additional 100 Volumes
Price per cwt:	\$ _____	\$ _____
32-page signature:	\$ _____	\$ _____
16-page signature:	\$ _____	\$ _____
8-page signature:	\$ _____	\$ _____

**4. a. End Sheets (Code Set Other Than the Index Volumes).** The contract price for each Code set, other than the Index volume, which is attributable to end sheets shall be:

First 6,000 Code Sets	Additional 100 Code Sets
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Price per cwt:                   \$ \_\_\_\_\_                   \$ \_\_\_\_\_

**b. End Sheets (Index Volumes).** The contract price for each Index volume which is attributable to end sheets shall be:

	First 6,000 Volumes	Additional 100 Volumes
Price per cwt:	\$ _____	\$ _____

**5. a. Ink (Code Sets Other Than Index Volumes).** The contract price for the Code sets, other than the Index volumes, which is attributable to ink shall be:

First 6,000 Code Sets	Additional 100 Code Sets
\$ _____	\$ _____

**b. Ink (Index Volumes).** The contract price for the Code sets, other than the Index volumes, which is attributable to ink shall be:

First 6,000 Volumes	Additional 100 Volumes
\$ _____	\$ _____

**6. a. Cover and Binding (Code Other Than the Index Volume):** The contract price for Code sets, other than the Index volumes, which is attributable to cover and binding as assigned according to volume shall be:

Per Volume	First 6,000 Volumes	Additional 100 Volumes
I	\$ _____	\$ _____
II	\$ _____	\$ _____
III	\$ _____	\$ _____
IV	\$ _____	\$ _____
V	\$ _____	\$ _____





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- 2. Force Majeure.** If the performance of any provision of this contract is prevented by an act of God, such as civil tumult, war, epidemic, interruption of transportation or communication, or any other cause beyond the control of a party, as determined by the Agency, that party is relieved of the performance of that provision of this contract. However, if the Contractor is prevented from performance, the Contractor shall provide the Agency with written notice within 10 calendar days specifying the delayed event, the cause of the delay, its possible duration, the Contractor's efforts to remedy the situation, and the expected effect of the delay upon the schedule contained in this contract. It shall be the Contractor's responsibility to show that the cause of the delay was beyond the Contractor's control and that the Contractor was not reasonably able to anticipate the event in order to avoid the delay.
- E. Nonjustifiable Termination.** Either party may terminate this contract if the other party breaches this contract by failing to substantially comply with a provision of this contract. The party terminating this contract shall deliver written notice to the other party at least 20 calendar days following the breach. The written notice shall document the breach of contract. If the Contractor breaches this contract by failing to satisfy such provision, the Contractor shall forfeit the performance bond and the Agency may withhold all or a portion of unexpended moneys of the contract price, retaining such moneys as liquidated damages. The Agency may also continue this contract, and retain such moneys as liquidated damages. The Agency shall deliver notice to the Contractor in writing of its decision to retain an amount of liquidated damages not later than 20 calendar days following the breach of contract.
- F. Unilateral Termination.** The Agency may unilaterally terminate this contract for a breach of contract as provided in this Paragraph "F". The Agency shall notify the Contractor of the unilateral termination, including documenting the breach of contract which warrants the unilateral termination. The notice shall suspend any obligation by the Agency to carry out the provisions of this contract. The Contractor shall forfeit the performance bond; the Agency may withhold all or a portion of unexpended moneys of the contract price, retaining such moneys as liquidated damages; and the Agency shall be entitled to \$\_\_\_\_\_ (75 percent of the of the base price due without adjustment as provided in Part X, Paragraph "C") in additional liquidated damages, based on potential lost sales to the Agency, damage to the Agency's reputation, and delays caused by selecting another vendor to complete the production and delivery of the books. The Agency may unilaterally terminate this contract based on any of the following breaches of contract:
- 1. Unauthorized Copyright.** The Contractor obtains or attempts to obtain a copyright in text or data produced in a book or originating from electronic media



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transferred or delivered to the Contractor by the Agency as provided in this contract.

2. **Unauthorized Release.** The Contractor releases text or data delivered to the Contractor by the Agency under this contract to any person including but not limited to a related entity of the Contractor, the text or data is produced in a book or originates from electronic media transferred or delivered to the Contractor by the Agency, and the release is not expressly approved in writing by the Agency.
3. **Unauthorized Publishing.** The Contractor uses text or data delivered to the Contractor by the Agency under this contract for purposes of publishing, without the express written approval of the Agency.
4. **Corruption of Text.** The Contractor delivers a blue line page, that includes text that is corrupted or does not otherwise match the text delivered by the Agency to the Contractor for production of the blue line pages. This Subparagraph 4 does not apply to sample blue line pages as provided in Part VII, Paragraph "B", or if the corruption of the text is due to the Agency's use of technology or procedures to produce or transmit information to the Contractor for the production of the blue line pages.
5. **Unwarranted Delay.** The Contractor fails to deliver blue line pages, assembled pages, or books more than 20 calendar days after a date required in this contract.
6. **Unsatisfactory Sample Blue Line Pages.** The Agency rejects all or a majority of sample blue line pages as required to be accepted by the Agency within the trial production period as provided in Part VII, Paragraph "B".
7. **Unsatisfactory Books.** The Agency rejects books delivered to the Agency as part of a Code set according to the following:
  - a. **Rejection Rate.** The Agency determines that 15 percent or more of the total number of books for a particular volume are unsatisfactory.
  - b. **Rejection Procedure.** The Agency shall notify the Contractor of the rejection as soon as practicable but not later than the following:
    - (1) **Code Sets Other Than the Index Volumes.** For Code sets, other than the Index volumes, the Agency shall have a determination period of 42 calendar days to notify the Contractor that 15 percent or more of the books for a particular volume have been rejected. However, if the



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Agency finds that it has cause, it may notify the Contractor within the 42-calendar-day period that it reserves a determination period of 70 calendar days to notify the Contractor that 15 percent or more of the books for a particular volume have been rejected. The determination period begins on the final date required for the normal delivery of those Code sets, other than the Index volumes, to the Agency as provided in Part IX, Paragraph "D", Subparagraph 1, or the actual date that those Code sets were delivered, whichever is later.

- (2) **Index Volumes.** For Index volumes, the Agency shall have a determination period of 42 calendar days to notify the Contractor that 15 percent or more of the books have been rejected. However, if the Agency finds that it has cause, it may notify the Contractor within the 42-calendar-day period that it reserves a determination period of 70 calendar days to notify the Contractor that 15 percent or more of the books have been rejected. The determination period begins on the final date required for the normal delivery of those Index volumes to the Agency as provided in Part IX, Paragraph "D", Subparagraph 1, or the actual date that those Index volumes were delivered, whichever is later.

**G. Specific Performance.** The Agency may demand specific performance for a breach of contract as provided in this Paragraph "G". The Agency shall notify the Contractor in writing of the breach of contract that warrants the specific performance within the period reserved for rejecting the books as provided in Paragraph "F" Subparagraph 7 of this part. The notice shall document the breach of contract and detail the specific performance demanded. The notice shall suspend any obligation by the Agency to carry out the provisions of this contract until specific performance is completed. The Contractor shall be subject to any applicable liquidated damages for a delay in delivery as provided in this contract. The Agency may demand specific performance as follows:

- 1. Rejected Volumes or Code Sets.** The Agency may reject a volume or Code set which does not meet the requirements of this contract. The Agency may demand an exchange for a new Code set or volume at the expense of the Contractor.
- 2. Underrun.** If the Contractor produces an under-run, the Agency may require the Contractor to deliver the number of Code sets or volumes required by this contract to the Agency.
- 3. Unauthorized Copyright.** If the Contractor obtains or attempts to obtain a copyright in text or data, the Contractor shall immediately withdraw any



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application for the copyright and renounce any such copyright that the Contractor has obtained.

**4. Unauthorized Release.** If the Contractor releases text or data to an unauthorized person, the Contractor shall take all actions necessary to recover the text or data from that person. The Contractor shall return the text or data to the Agency or destroy the text or data in a manner specified by the Agency.

**5. Unauthorized Publishing.** If the Contractor uses text or data for purposes of unauthorized publishing, the Contractor shall destroy any publication which uses such text or data upon demand by the Agency.

**H. Liquidated Damages -- Delay in Delivery.** The Agency may demand liquidated damages for a delay in delivery of blue line pages, assembled pages, or books as required in this contract. The Agency shall notify the Contractor that the Contractor is subject to liquidated damages as provided in this Paragraph "H". The Agency shall have the right to assess an amount in liquidated damages which shall be subtracted from the contract price for a delay in the delivery of blue line pages, assembled pages, or books as required in this contract. The following shall apply:

**1. Blue Line Pages.** For a delay in the delivery of blue line pages, including sample blue line pages as provided in Part VII, Paragraph "B", or blue line pages used to produce books as provided in Part VIII, Paragraph "A", the amount of liquidated damages shall be based on the assumption that there will be an accompanying one-business-day delay in the delivery of the books to the Agency's customers and for each business day of such delay, the Agency will lose an amount in lost sales plus an accompanying loss of goodwill. The amount of liquidated damages shall equal the following:

**a. Code Sets Other Than the Index Volumes.** For a delay in the delivery of blue line pages for the Code sets, other than the Index volumes, the amount shall be \$100 for each business day of delay.

**b. Index Volumes.** For a delay in the delivery of blue line pages for the Index volumes, as provided in Part VIII, Paragraph "A", the amount shall be \$100 for each business day of delay.

**2. Assembled Pages.** For a delay of the delivery of assembled pages for any volume, as provided in Part VIII, Paragraph "B", the amount of liquidated damages shall be based on the assumption that each calendar day of such delay will cause harm to the legislative process due to the lack of assembled pages for use by the staff of the Agency and will cause irreparable damage to the



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reputation of the Agency. The amount of liquidated damages shall equal the following:

- a. **Code Sets Other Than the Index Volumes.** For a delay in the delivery of assembled pages for any volume the Code sets, other than the Index volumes, the amount shall be \$50 for each calendar day of delay.
- b. **Index Volumes.** For a delay in the delivery of the assembled pages for the Index volumes, the amount shall be \$25 for each calendar day of delay.

3. **Books.** For a delay in the delivery of books, the following shall apply:

a. **Normal Delivery of Books.** For the normal delivery of books, the amount of liquidated damages shall be based on the assumption that there will be an accompanying one-business-day delay in the delivery of the books to the Agency's customers and that for each business day of such delay, the Agency will lose an amount in lost sales plus an accompanying loss of goodwill. The amount of liquidated damages shall equal the following:

- (1) **Code Sets Other Than the Index Volumes.** For a delay in the delivery of the Code sets, other than the Index volumes, the amount shall be \$200 for each business day of delay.
- (2) **Index Volumes.** For a delay in the delivery of the Index volumes, the amount shall be \$100 for each business day of delay.

b. **Special Legislative Delivery.** For the special legislative delivery of books to the Agency, as required in this contract, the amount of liquidated damages shall be based on the assumption that each day of such delay will cause harm to the legislative process due to the lack of books for use by the members and staff of the General Assembly and will cause irreparable damage to the reputation of the Agency. The amount of liquidated damages shall equal the following:

- (1) **Code Sets Other than the Index Volumes.** For a delay in the delivery of the Code sets, other than the Index volumes, the amount shall be \$500 for each business day of delay.
- (2) **Index Volumes.** For a delay in the delivery of the Index volumes, the amount shall be \$250 for each business day of delay.



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**c. Special Judicial District Delivery.** For the special judicial district delivery of books to the Agency, as required in this contract, the amount of liquidated damages shall be based on the assumption that each day of such delay will cause harm to the administration of justice due to the lack of books for use by the judges and staff of the judicial branch and will cause irreparable damage to the reputation of the Agency. The amount of liquidated damages shall equal the following.

**(1) Code Sets Other than the Index Volumes.** For a delay in the delivery of the Code sets, other than the Index volumes, the amount shall be \$500 for each business day of delay.

**(2) Index Volumes.** For a delay in the delivery of the Index volumes, the amount shall be \$250 for each business day of delay.

Notwithstanding this subparagraph 3, the Contractor shall not be subject to liquidated damages for a delay in the delivery of two percent (2%) or less of all books subject to normal delivery, special legislative delivery, and special judicial district delivery.

## XII. WAIVERS AND AMENDMENTS

- A. Writing Requirement.** A waiver or amendment of a provision of this contract shall not be valid unless in writing.
- B. Waiver Restriction.** No person representing the Agency may waive a requirement or amend this contract, except Mr. Dennis Prouty, Director; Mr. Richard Johnson, Legal Services Division Director; or Ms. Leslie Hickey, Iowa Code Editor.
- C. Failure to Act Is Not a Waiver.** The failure of a party at any time to enforce a provision of this contract is not a waiver of the provision, and does not affect the validity of any provision of this contract or the right of either party to subsequently enforce a provision of this contract. A decision by the Agency to ignore a breach of this contract is not a waiver of a subsequent breach of this contract.

## XIII. COMMUNICATION

- A. Agency Contacts.** All communications regarding this contract to the Agency must be addressed to Ms. Leslie Hickey or in the alternative to Ms. Joanne Page:



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Ms. Leslie Hickey  
Iowa Code Editor  
Legislative Services Agency  
Ola Babcock Miller Building  
Des Moines, Iowa 50319  
Telephone: (515) 281-8871  
Fax: (515) 281-4424  
E-mail: leslie.hickey@legis.state.ia.us

Ms. Joanne Page  
Deputy Code Editor  
Legislative Services Agency  
Ola Babcock Miller Building  
Des Moines, Iowa 50319  
Telephone: (515) 242-6464  
Fax: (515) 281-4424  
E-mail: joanne.page@legis.state.ia.us

Ms. Hickey or Ms. Page may designate alternate persons to communicate with regard to any issue which arises under this contract.

- B. Contractor Contacts.** All communications to the Contractor regarding the production of the books shall be made to \_\_\_\_\_ or in the alternative to \_\_\_\_\_:


Either \_\_\_\_\_ or \_\_\_\_\_ shall be available during all days in which the books are being produced and which shall at least include all business days until the Agency accepts all books required to be produced and delivered under this contract.

**XIV. EXECUTION AND EFFECT OF EXECUTION**

- A. Integration.** This contract contains the entire agreement between the Agency and the Contractor, and representations made before the signing of this contract shall not be binding, and neither party shall rely upon conflicting prior representations in entering into this contract. This contract supersedes the provisions of any Request for Proposals or agreements made prior to the execution of this contract.
- B. Effective and Termination Dates.** This contract takes effect upon being signed by authorized representatives of the Agency and the Contractor and continues until the



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provisions of this contract are satisfactorily performed, or until this contract is otherwise terminated under its provisions.

**C. Signatures.** The duly recognized representatives of the Agency and the Contractor have on the date noted signed their names to and executed this contract:

\_\_\_\_\_  
Dennis Prouty, Director  
Legislative Services Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ADDRESS: c/o Legislative Services Agency  
State Capitol  
Des Moines, Iowa 50319  
Phone: 515/281-3566  
Federal Identification No. 42-6022199

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